

*Personnel
Classification - 7*

DRAFT
5 December 1958

POSITION EVALUATION CHART

Geographer Series, GS-0150.01

Grade Level Distinctions

Geographer, GS-0150.01-13

25X1A9a

*a copy of this given
to [redacted]
of Wage & Classification, P,
8 December 1958.*

DUTIES: This is the level at which deputy branch chief and section chief positions are typically found. Incumbent serves as technical expert on all phases and aspects of geographic intelligence production and also on the world region for which his branch or section has program responsibility. With respect to the functions and tasks outlined for the lower levels, incumbent will:

1. As Deputy Branch Chief, assist Branch Chief in formulating general objectives, scope and outline of each new project, and in establishing the branch work schedule and individual assignments. As Section Chief, take in addition direct responsibility for elements of the functions related to his section.
2. Advise on and assist in the determination and direction of branch research procedures and practices, including appropriate utilization of outside contacts and services, manner of response to outside service requests and the like, in conformance with pertinent policies.
3. Provide supervision and technical guidance to branch analysts, resolving difficult research and reporting problems, training junior analysts, and reviewing intelligence produced in the branch (or section).

4. As directed, represent the branch in high level liaison within and without the Agency; provide technical advice on regional geography to officials of other intelligence components.

5. Keep abreast of professional literature and current developments in geographic science and in allied fields, through appropriate reading and/or outside professional contacts.

SCOPE AND EFFECT OF WORK: Deputy branch chief positions at this level carry responsibility for assisting in the continual surveillance of that world-region covered by the branch, and special responsibility for guiding and controlling projects wherever critical developments or priorities are involved. Incumbent shares planning and supervisory responsibilities with branch chief and trains junior analysts; reviews branch intelligence reports; coordinates research with outside groups and provides region-wide geographical advice to outside officials; serves as branch chief in latter's absence. Section chief positions at this level carry similar responsibilities, but with ~~special~~ focus on the mission of the section that is supervised; may serve as branch chief in latter's absence. Incumbents in both positions continually participate in technical and administrative determinations which affect the adequacy and quality of geographic intelligence coverage of a major world-region, such as the USSR, Satellites or Western Europe.

SUPERVISION RECEIVED: Same as for GS-11; in addition, is guided by administrative correspondence of the Branch and Geography Division. General supervision, from a policy standpoint, is received from the branch chief. Receives general

instructions for performing high-level liaison or advisory duties. All work, including reports and memoranda prepared, receive general policy review from branch chief.

SUPERVISION OF OTHERS: Assists branch chief in supervising branch geographers. Instructs trainees and junior analysts. Provides technical and administrative guidance to branch or section members and assists in resolving major problems. Assists in substantive and policy review of geographic intelligence reports; as delegated, assigns work, formulates projects and establishes research guides.

MENTAL DEMANDS: A high order of initiative, resourcefulness, original thinking and good judgment are constantly required in guiding the progress of branch research and the several projects simultaneously underway; incumbent must continually assess, present and anticipate intelligence coverage and operational problems while both proposing solutions and assisting in project planning activities (which must take appropriate cognizance of such problems); must make daily decisions which affect the course of the geographic intelligence program. Considerable pressure is exerted in the form of substantive responsibilities and reporting deadlines.

PERSONAL WORK CONTACTS: Coordinates regional geographic intelligence activities with other regional branches and sections, with servicing components, and with counterpart organizations outside CIA. Participates in intra-division and intra-office committees, providing technical advice for research and production planning purposes. Maintains professional and academic contacts pertinent

to geographic intelligence field in order to obtain specialized information and keep abreast of the field.

QUALIFICATION REQUIREMENTS:

A. Subject Knowledge -- An expert knowledge of the scope, concepts, methods and technical terminology of geographic science and of closely allied fields as well as a broad knowledge of the physical and cultural geography of the entire world; a mastery of geographic research technique, including new fields and methods applicable in the production of geographic and map intelligence; a comprehensive knowledge of current professional literature, developments and problems in those specialized fields of geography encompassed by the program with which this position is associated, whether that program be organized regionally or by subject-matter.

B. Language Knowledge -- Ability to read technical manuscript sufficiently to perform research in two foreign languages with the aid of a dictionary; plus the ability to read, in several other languages, map titles, legends, place names and other data found on maps and charts.

C. Area Knowledge -- Most positions at this level require considerable regional specialization, i.e., detailed knowledge of a major region of the world, such as a continent or group of countries which are highly important politically.

D. Abilities -- Same as for GS-12; in addition, demonstrated ability to conduct or continually supervise other professional geographers in a research program comparable in scope to the complete geographic intelligence reporting

coverage of a major world region; also the ability to conduct program planning and policy formulation.

E. Education and/or Experience -- 1) Completion of work leading to the Ph.D. degree in geography, plus $3\frac{1}{2}$ years of professional geographic experience, including two years in the field of geographic intelligence; or 2) $8\frac{1}{2}$ years of progressively responsible experience in geography or closely allied fields, $5\frac{1}{2}$ years of which must have involved the successful performance of professional geographer duties, two having been in the field of geographic intelligence; or 3) any equivalent combination of 1 and 2, provided that a total of $8\frac{1}{2}$ years' education and experience is offered; or 4) $1\frac{1}{2}$ year's experience as a GS-12 Geographer in CIA.

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